



CLINTON DEVON ESTATES

JOB DESCRIPTION

JOB TITLE:	People & Efficiency Administrator
REPORTING TO:	Chief of Staff
STATUS:	Full time
HOURS OF WORK:	Monday to Friday 9am – 5pm
LOCATION:	Rolle Estate Office, Bicton Arena, East Budleigh, Budleigh Salterton, EX9 7BL
SALARY:	£25,000 per annum

Main purpose of job:

To work as part of the People and Efficiency Team to support the Estate in this next phase of growth. Your role will be pivotal in enabling the Estate workforce to perform their roles effectively. As a key player in this dynamic team, you'll take charge of providing seamless administrative support, maintaining documents and databases, managing our Estate Apps, and offering invaluable executive assistance. Additionally, you will be instrumental in orchestrating Estate events, managing internal and external communications, and curating corporate hospitality for Estate meetings.

Main duties and responsibilities:

- Reception duties.
- Meeting support and hospitality.
- Filing electronic and paper documents.
- Controlling the departmental purchase process.
- Project support.
- Strategic milestone ownership.
- Estate communications support.
- Estate applications.

Person specification:

- Self-motivated and able to use own initiative.
- Team player.
- Ability to work under pressure and to deadlines.
- Articulate with strong verbal and written communication skills.
- Excellent organisation skills.
- Comfortable with change.

Experience and technical abilities:

- 3+ years' experience in administrative or similar role.
- Excellent computer skills and ability to pick up new systems quickly.
- Excellent attention to detail and accuracy.
- Knowledge of Lean and continuous improvement principles (*desirable but not essential*).

Benefits:

- 25 days leave plus bank holidays.
- Pension contributions.
- Health and Life Insurance
- On site gym and personal trainer.
- Weekly wellbeing hour.
- Working in Grade One Listed Parkland.
- Being part of 700 years of history.

To apply:

Join us as we continue to shape the future of rural estate management, where innovation meets tradition, and our team members thrive in a culture of excellence.

To apply, please send your CV with a covering letter explaining why you are the right fit for the People and Efficiency Administrator role to careers@clintondevon.com.

Closing date: Friday 23 February 2024.